

Library Board of Trustees Meeting
September 8, 2015

Meeting called to order at 7:05 by President Geckle

Present: Bob Geckle, Michelle Rosenthal, Tom D'Agostino, Michael Talluto, Laura Goldstein, Ray Irrera, Julie Starkweather, Walt Motyka, Joan Petersen, Anne Rothstein, Bill McCarthy, Colleen Honan, Geraldine Carley with Brenda McKinley attending

Absent: Carolyn Signorelli, Mark Principi

No guests were present and no public participation

Minutes: Minutes of the July 14th meeting were approved, with the amendment of language referring to Julie Motyka; changed to Starkweather.

- Bob referenced two letters to the BOT; one was from The Friends' re: approval of the budget request for 2015-16 and the other was a thank you note for the dinner provided by the Board.
- Treasurer's Report:
Bill explained some of the items that appeared to have discrepancies, such as personnel and contractual services, but assured us that timing of billing and errors corrected and updated would show in future treasurer's reports. Bill met with Brenda and Meg to validate that payroll is currently up to date and accurate.

Bill reported that the library audit is still in progress and may possibly be available by the next meeting.

- Director's Report
Brenda reported that the library has a new custodian.
Brenda has submitted a grant for the Maker Space.
Bob suggested that all who attended the Maker Space fundraiser be invited to the November 14th Maker Space event in the library.
Brenda reported that the library website will go live prior to the November 14th event although we ran short of time to view the new website at the meeting.

- Policy and Personnel

Collection Development Policy accepted and approved by the BOT

Volunteer Policy will be reviewed and discussed by Laura and Kim to determine acceptable language

Walt asked that the BOT receive a baseline document for tracking of changes/edits;

Laura suggested that there might be situations where this process might be too extensive

- Fundraising

Joan suggested the importance of setting “non financial” goals in addition to the financial piece

For example: Celebrating successes via an e-blast, making our best case for the “why” we do what we do (as guided by the strategic plan), annual report to inform the community of the future and importance of our library, donor recognition, and showcasing of the great stuff happening in the library

The Annual Appeal is approaching in October.

The mission for the committee has been submitted to Bob.

Joan presented the Volunteer Team handout for the Turkey Trot.

Julie explained the new approach being reworked regarding sponsorships; she stressed how important it is that the handouts and information be streamlined and made logical to understand

Julie also explained how important it is to get an earlier start to enlisting sponsorships

- Building and Facilities

Tom updated library projects: sprinklers are complete, filter systems are almost complete
HVAC project will begin 9/14/2015

Carpet replacement in reference will begin 9/10/15

Bills for completed work will be submitted to the Board of Finance

Tom suggested that there might be cost savings in working with local supply companies

Julie shared possibilities of landscape and grounds work; Brid Cradidock spent time taking photos and determining best ways to beautify and maintain the library grounds. There is a possibility of master gardener interns giving volunteer time as they complete their courses.

Timing and Cost TBD, but possibly by November

Bob mentioned the hazard of the slate sidewalk which needs to be replaced.

- Strategic Planning

Joan and Michael brought the BOT up to date on what has transpired regarding the decision to move ahead with library consultants as we move forward with the goals and vision for the library. To put this in context, the committee felt that a level of expertise is required to ensure that there is experience guiding the group in what is best for CH Booth Library. To that end, 2 consultants have been interviewed by a small group on

8/17 (Joan, Julie, Ray, Brenda, and Geri).

Discussion took place on finding a third consultant to interview based on the town's requirement.

Following this, the Committee asked that the BOT recommend moving forward with the hiring of a consultant.

Brenda offered information from the Trumbull Library Director and has additional consultant contacts to share.

Walt made a motion to enlist the services of a consultant not to exceed \$20,000; this was accepted by the BOT

The Committee will bring back recommendations.

- Friends of the Library

Julie recapped the amount raised at the booksale to be roughly \$116,000.

She reported that the coupon offer worked very well this year.

Plus, the Little Book Store and the Amazon effort have been successful.

- Art

Michelle reported that software will be used to catalog the collection.

The committee is rethinking the attic as a poor storage choice, with the possibility of the Historical Society as a potential place to move some items.

Shows are planned for November and January. Options for SCAN are being explored.

- Nominating

Colleen reported that a new trustee, Matt Mihalcik, will be joining the BOT in October. His expertise is in finance and will be of great help to Bill.

The matrix was passed around for the BOT members to input their area of expertise.

- By-Laws

" Board discussed outstanding language questions, including majority votes on such matters as policies, term limits of officers, and Development Committee responsibilities ... All will be incorporated in a final document to be voted on at the October meeting"

Meeting Adjourned 9:15

Respectfully submitted by Geraldine Carley

